



**STATE OF WASHINGTON
ENVIRONMENTAL AND LAND USE HEARINGS OFFICE**

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ENVIRONMENTAL AND LAND USE HEARINGS OFFICE

Minutes of Meeting

August 15, 2012

1:30 p.m.

The August 15, 2012 staff meeting was called to order by Chair Kathleen Mix in the Boards' office in Tumwater, Washington. Present were Chair Kathleen Mix, Board Member Bill Lynch, Growth Management Hearings Board Member Nina Carter, Administrative Appeals Judge Kay Brown, and the administrative staff consisting of Paulette Yorke, Janet Buechler, Vanessa Smith, and Lynn Truong.

Minutes of the July 11, 2012 meeting were reviewed. Following appropriate motion, the minutes were unanimously approved.

Two agenda items, the Appellate Report and Working with AGO on Appeals, were combined to be discussed concurrently.

Appellate Report and Working with the AGO on Appeals

Jan reported that no PCHB or SHB cases have been appealed to Superior Court since the last meeting. Vanessa reported that the GMHB received two new Superior Court appeals. Bill informed the Board that the PCHB was recently upheld in a 2003 water rights case.

Kathy then reported that she and Nina met with Diane McDaniel, Assistant Attorney General, to discuss tracking of appeals of GMHB, PCHB, and SHB cases. The process is being streamlined and communication guidelines will be established and followed in order to keep our agency and the AGO informed of all appeals. Training will also be provided on use of court tracking systems.

Budget Report

Kathy gave a brief update of the status of the agency's budget. There was nothing new to report and the budget remains steady. Preparation of the budget submittal will take place in the coming weeks. The agency is moving forward with the same amount of funding as the last biennium. Kathy has inquired about the restoration of the 3% Temporary Salary Reduction.

The Vault

Board members and Judges were vaulted since the last meeting. Paulette gave a brief overview of use of Vault folders.

In-house Training Programs

Kay and Jan have been working together to prepare training materials for front desk staff. Topics and questions were suggested and briefly discussed. Additional training for Board members will also be considered and developed as necessary.

Performance Development Plans (Evaluations)

All were reminded that administrative staff evaluations will take place by the end of the year.

Policy Approval and Development of Final Policies

Kathy and Paulette have been working toward finalizing ELUHO policies. Some policies remain in the draft and comment phase.

The Personnel Files, Return to Work, and Leave policies have been completed and were considered by the Board prior to this meeting. Following appropriate Board motion, these three policies were adopted.

Miscellaneous

At the conclusion of the meeting, the next staff meeting was tentatively set for September 25, 2012.

The meeting adjourned at 2:50 p.m.

Vanessa Smith
Administrative Assistant